



## POLICE MENTOR PROGRAM REGISTRATION FORM

**MENTOR:**

**Date:** \_\_\_\_\_

**Name:** \_\_\_\_\_ **Rank:** \_\_\_\_\_

**Payroll #** \_\_\_\_\_ **Assignment/Shift:** \_\_\_\_\_

**Office Phone:** \_\_\_\_\_ **Alternate Phone:** \_\_\_\_\_

**Mentor Signature:** \_\_\_\_\_

**Packet Issued by:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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**TRAINEE:**

**Name:** \_\_\_\_\_

**Date Applied:** \_\_\_\_\_ **Relation to Mentor:** \_\_\_\_\_

**Home Phone #** \_\_\_\_\_ **Alternate Phone #:** \_\_\_\_\_

**ACCEPTED** \_\_\_\_\_ **CLASS #** \_\_\_\_\_

**TERMINATED:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**GRADUATION DATE:** \_\_\_\_\_ **PAPERWORK TURNED IN:** \_\_\_\_\_

**PAPERWORK SUBMITTED TO BUDGET AND FINANCE:** \_\_\_\_\_

**DATE OFF PROBATION** \_\_\_\_\_ **PAPERWORK TURNED IN:** \_\_\_\_\_

**PAPERWORK SUBMITTED TO BUDGET AND FINANCE:** \_\_\_\_\_



## **Houston Police Department Police Mentor Program**

### **Guidelines**

1. The mentor program will be used as a tool to recruit and bring in interested applicants. Mentors must seek out individuals on their own and refer them to the Houston Police Department.
2. The program is designed for the recruitment of applicants for the position of Class A Police Trainee and Senior Police Trainees [Laterals]. Mentor program does not apply to Class B Trainees.
3. Police mentors who participate in the program are eligible to receive \$2000 per applicant and shall be eligible to mentor multiple applicants per fiscal year.
4. Only Police Officers, Sergeants, Lieutenants and Captains of the Houston Police Department will qualify for assignment pay of Police Mentor.
5. Employees in Phase Down Options A and B are eligible to participate in the mentor program. Employees in Phase Down Options C and D will not be eligible. Retired police officers will not be eligible to participate in the program.
6. The recruitment of interested individuals must be initiated prior to and independent of any application to the Houston Police Department by the applicant, including the application submitted on-line.
7. No Police Trainee or Probationary Police Officer shall have more than one mentor assigned in the Police Mentor Program.
8. Interested mentors must register with Human Resources/Recruiting prior to their applicant submitting an application either in person or on-line. Individuals will not be eligible to participate as a mentor if their applicant has previously submitted an application. Faxed registrations will be accepted if faxed from within the Houston Police Department.
9. Individuals recruited by a mentor shall identify themselves to Recruiting Unit personnel. They will also provide sufficient information as necessary to identify their mentor (Name, assignment, work phone number, etc.)
10. Participants will be paid \$1000 for the successful completion of the police academy by their designated applicant/trainee (Phase I) and an additional \$1000 if the person the trainee they are mentoring successfully completes the probationary period (Phase II), for a total of \$2000.

11. The mentor and police trainee will meet with a designated department representative including a classified police officer, a supervisor, or academy personnel. The meetings must take place once a month and in the presence of that department representative. The representative will then sign the mentor form indicating they witnessed the meeting. If more than one meeting is held within the same month, additional signatures are not required from a department representative. Meetings may be held at the Training Academy, a Houston Police Department facility or a place suitable to all parties.
12. A Mentoring Session Form shall be completed and signed by all parties including the mentor, trainee, and department representative.
13. A Plan of Action Form shall be completed at the start of each of the two phases, and updated during the meetings or more frequently if necessary. This form will identify concerns and issues that will be addressed by the mentor, who will suggest ways of dealing with the difficulties and keep track of progress.
14. Upon the successful completion of each phase, the Recruiting Unit will forward the payment information through approved channels.
15. If there are any issues or concerns that are not covered by the above guidelines, trainees and mentors should contact the Recruiting Unit at 713-308-1300.